

Montana SOARS

Order of Events for Annual Budgeting Process

Action Item	Person Responsible	Deadline
Submission of annual local implementation plans to state coordinator to begin annual review process	Project Directors	August 30 th
Joint review and approval of annual local implementation plans	Project Directors and OPI	September 30 th
Submission of budget Excel file to OPI	Project Directors	October 30 th
LEA budgets e-mailed to SAMHSA GPO for review	Project coordinator	By October 30 th
New application set up in E-Grants by state	Project Coordinator	By September 30 th
Once SAMHSA has approved the LEA budgets, then entry of Excel budget information into E-Grants for state review can begin <i>(Please note: This can begin sooner the earlier your LEA budget is submitted)</i>	Project Directors	November